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STANDARD FORM NO. 64

Approved For Release 2002/07/25 : CIA-RDP85-00001A000100140021-8

Office Memorandum • UNITED STATES GOVERNMENT

TO : Training Liaison Officer, OO

FROM : Chief, Foreign Documents Division

SUBJECT: Present Training Programs in Foreign Documents Division

REFER : Your memorandum dated 19 October 1951, Subject: Training Meeting 17 October 1951

DATE: 31 October 1951

1. This report answers paragraph 3 and Tab b of reference memorandum.

2. Tab b, paragraph 2, Category 3: Language Training
Introductory Russian Language Course

This course is presently in progress and will continue for approximately two months, three days a week - Monday, Wednesday and Friday - 0830 to 0930. Its aim is to equip clerical personnel for minimum demands of Russian in their normal clerical work and to give refresher instructions in grammar to personnel who have had some Russian previously. Course is open to other CIA personnel. Repeat course not scheduled at present.

3. Tab b, paragraph 2, Category 5: Specific on-the-job training

Other than the Russian course mentioned in paragraph 2 above, there are no organized training classes in FDD at the present time. Although there are slight variations from branch to branch the apprenticeship, orientation and even additional training in FDD follows the pattern below:

a. Area Training

A general introduction to the current situation within a country (area) is given to each new employee by an informal conference with area personnel and by special intelligence and information reports on the various aspects of the country furnished for orientation reading.

b. Intelligence Methods and Techniques

(1) Periodic seminars on a Division or Branch basis by Division or Branch Chiefs on the organization of intelligence agencies, their functions, changes, etc.

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(2) New personnel study the ID Strategic Intelligence Manual, Sherman Kent's Strategic Intelligence, etc.

(3) New personnel study typical

(a) Intelligence reviews

(b) Intelligence requirements

(c) Examples of FDD reports

(d) Collection requirements

(4) Gradual introduction of new personnel, by application, to the various methods of reporting used in FDD.

c. Language Training

Other than organized training under the Office of Training, specific language problems of FDD are solved by individual language study by FDD personnel. There are no organized classes for this purpose (except as indicated under paragraph 2 above). Such training consists of study by the individual and question and answer sessions with other FDD personnel as necessity requires.

d. Scientific Training

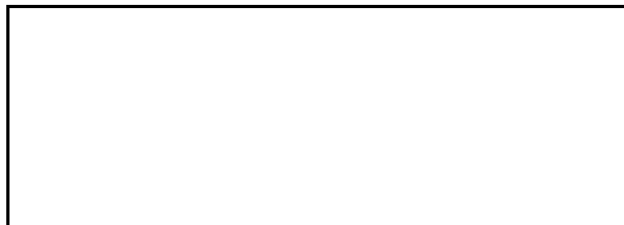
Training in special scientific fields is carried on in the Scientific and Technical Branch in the same way as language training under c above.

e. Editorial Training

Training for editorial needs is entirely on the apprenticeship basis for editors, proofreaders, editorial clerks and records clerks.

f. Documents Procurement and Dissemination

Personnel in Documents Control Branch are given apprenticeship training in methods and channels of procurement, sources, and procurement requirements and methods of handling and disseminating receipts.



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